

Winneconne Public Library Board of Trustees
Meeting Minutes
Saturday, January 8, 2011

Meeting called to order by President Jody Running at 9:00 am.

ROLL CALL

Present: Jody Running, Jeff Jensen, Kathy Sasse, Sue Davies, Harvey Rengstorf, Mary Brefeld, Andy Beiser

Absent: Andy Boehnlein

Also Present: Holly Selwitschka

MINUTES

Sue Davies asked that a spelling error be corrected on the last page.

Motion made by Brefeld to approve the minutes from the December 11, 2010 meeting with the spelling correction made.

Second: Rengstorf

Vote: Unanimous

DECEMBER 2010 and JANUARY 2011 VOUCHERS PAYABLE/FINANCIAL REPORT

Jody Running asked Holly to remember to appropriately label the exhibits in the board packets to make it easier for the board members to understand what they are looking at. Jensen recommended a watermark. Holly agreed to do this in the future.

Holly told the board that they she would go over the reconciled budget with the board at the February meeting and at that time, they would need to vote to carry over remaining amounts for specific purposes and close out the 2010 budget year.

Jensen asked about the credit memos in the books item line. Holly explained that they were from items returned.

Motion made by Jensen to approve payment of all bills and financial reports.

Second: Beiser

Vote: Unanimous

PUBLIC PARTICIPATION

None

DIRECTORS REPORT

Holly told the board about the lock-in that was a learning experience. Board members gave suggestions for making it better in the future, such as having the check-in person stand at the outside door, instead of inside.

Statistics – Holly shared a report that Jean printed from Winnefox that showed the percentage of change in circulation for all 30 libraries in the system from 2009 to 2010. Many libraries suffered a loss of circulation. Winneconne came in as the third highest increase with a little more than 3% increase in circulation from last year to this year. Brandon's circulation had increased 17% and the library board members were curious about

what they had done to increase their circ so much. Holly said she planned to find out at the annual Winnefox meeting next week.

Closed Session - postponed until next month.

APPROVE REVISION OF PART-TIME LIBRARY EMPLOYEE JOB DESCRIPTIONS

Holly went over the changes she had made to the job descriptions and some additional wording changes were recommended by board members.

Motion made by Jensen to approve the three job descriptions with revisions as noted.

Second : **Brefeld**

Vote : **Unanimous**

REVIEW LIBRARY OPEN HOURS SURVEY

Leave on agenda for a later date.

TILE FLOORING

Tile flooring will be laid to replace carpet in the high traffic areas by the circulation desk and outside the library door next Saturday. Steve had told Holly that the Village would cover the cost through the general budget.

ITEMS FOR NEXT MEETING AGENDA

Hours Survey

New Policy

Closed Session for any discussion about personnel matters

Strategic Planning Update

Close Out 2010 Budget Year and Carry Over Funds

Next Meeting date is set for February 12^h, 2011 at 9am. Jensen may not be able to attend.

Motion made by Brefeld to adjourn at 9:28 am.

Second: **Jensen**

Vote: **Unanimous**